

TOWN of ELMA PLANNING BOARD

CHECKLIST FOR SITE PLAN REVIEW or APPROVAL

This checklist is to be used as a guide. All items may not be required or other information may be requested. Also refer to Design & Performance Guidelines.*

PROJECT NAME: _____

Applicant: _____

Address _____

Email: _____ Tel: _____

REQUESTED ACTION BY EPB

SUBMITTED

APPROVED

___ Sketch Plan Conference (&117.2) Date _____ Date _____

___ Site Plan Review (&144.93) Date _____ Date _____

___ Preliminary Site Plan Approval (&117.3) Date _____ Date _____

___ Final Site Plan Approval (&117.6) Date _____ Date _____

DOCUMENTATION

Rec to Town Board _____

___ Lead Agency: ___ EPB ___ Town Board

___ Copy of Business Use Permit (BUP) - Town Board.

___ Copy of Application for Use Permit - Building Dept. (&52-5)

___ Copy of ZBA Minutes - for Variance if applicable.

___ Copy of EPB Minutes from Site Plan Review or Preliminary Site Plan Approval. (PSPA)

___ Copy of SEQR completed: ___ Type I ___ Type II Approved by _____

ZONING

___ C-1 &144.71 (3/6,000sf) ___ MD O/L Springbrook &144. Res A &144-97 (125x300=37,500)

___ C-2 &144.81 (7/10,000sf) ___ MD O/L Clinton Street &144. Res B &144-98 (125x250=35,000)

___ C-3 &144.86.5 (20,000sf) ___ MD O/L Transit North &144. Res C &144-99 (100x250=32,000)

___ C-1 O/L Elma Ctr &144.93 ___ MD O/L Transit South &144.

___ Subdivisions &123-4-29 ___ Clustering &123-22

DESIGN & PERFORMANCE GUIDELINES BOOKLET *(Available-Building Department)

___ Commercial Zoning ___ Multi-Family Dwellings

SITE & BUILDING DETAILS (C-1 &144-79A; C-2 &144-86.3A; C-3 &144.-86.13A)

___ Stamped Survey - location of existing building(s).

___ Property detail: existing & surrounding structures. Use of GIS & photos strongly preferred.

___ Layout for multiple buildings.

___ Engineering blueprint(s) of building(s) with detailed dimensions.

___ Intended use for new building or alteration/addition.

___ Design elevation(s) of exterior with finish, colors and use of decorative veneers. (samples)

LIGHTING (C-1 &144-79G; C-2 &144-86.3G; C-3 &144-86.13G)

__ Details of all lighting on building exterior with manufacturer's specifications and wattage.

__ Details of all lighting in parking lot with manufacturer's specifications, wattage and dropoff.

PARKING LOTS (C-1 S144-79C&F; C-2 &144-86.3C&F; C-3 &144-86.13C&F)

__ Off-Street parking requirements: size of spaces, # required. (&144.35-44)

__ Layout, traffic pattern, finish materials, striping.

__ Location and dimensions of sidewalks.

__ Methods of ingress/egress.

__ Approval from NYSDOT, EC Highway Department or Elma Highway for curb cuts.

DRAINAGE

__ Wetlands: __ No __ Yes ____ % ____ Letter from Army Corps of Engineers

__ Engineering Drawings for drainage and elevations.

__ Approval from Town Engineer.

SIGNAGE (C-1 &144-79E; C-2 &144-86.3E; C-3 &144-86.13E) Ref &144-102.1

__ Location and size of signs.

__ Lighting specifications.

LANDSCAPING/ SCREENING (C-1 &144-79D; C-2 &144-86.3D; C-3 &144-86.13D)

__ Location and dimensions of existing and/or proposed fences, walls, berms, etc.

__ Landscaping Plan around buildings, parking lots and surrounding areas.

__ Screening around Dumpsters, Waste Disposal Units, HVAC, other.

__ Estimated value of landscaping with detail of proposed plants - excludes labor. (&144-86.14)

__ Two-Year Warranty on landscaping signed by property owner. (&144-86.14)

WATER SERVICE & SEPTIC/SANITATION

__ Location of Fire Hydrants.

__ Review and Approval from Elma Water Department (if applicable).

__ Approval letter from EC Dept of Health for water/sanitary system requirements.

FIRE DEPARTMENT

__ Recommendation letter from Fire Department for emergency access.

OTHER

